

**DLF CARES –POLICY GUIDELINES
FINANCIAL YEAR 2023-24**

S No.	Policy	Proposed
1	PREAMBLE	<p>DLF CARES Education Support Programme is a flagship initiative of DLF Foundation that aims to give access to quality education to needy and meritorious students from underprivileged families. The project is being implemented through DLF QEC Educational Charitable Trust in 3-year modules.</p> <p>The aim is to scaffold learning, provide deeper academic support and combine social-emotional learning/counselling with focus on Remedial education. This will help in reducing the learning gap.</p>
2	VISION	Educate & Empower students from the underprivileged sections of society.
3	AIM	To make a meaningful difference to the lives of students by giving them access to quality education through financial support.
4	OBJECTIVE	<p>Objective of the programme:</p> <ul style="list-style-type: none"> • Enroll: Educate, nurture and mentor for holistic development. • Enable: Enhance academic achievement, abilities, and competencies. • Empower: Socially and economically.
5	SCOPE	<p>In School</p> <ul style="list-style-type: none"> • Financial & Educational support to students selected into the DLF CARES Programme through their schooling. <p>Beyond School</p> <ul style="list-style-type: none"> • An independent program which empowers students beyond-school and is not connected to the DLF CARES hSchool initiative. • The programme offers financial support to students based on need and merit for pursuing their higher education, vocational training, and professional courses. • The applications are considered on a case-to-case basis depending on academic excellence and financial requirement of the student(s).
6	TARGET BENEFICIARIES	<ul style="list-style-type: none"> • Wards of communities working in and around DLF Projects across India. • Existing In-School Students will continue to be part of the new program.

7	INTAKE & ENROLMENT ACADEMIC YEAR 2023-24	<p style="text-align: center;"> Application Invitation Application Verification Summary of Applications to the Management Final Selection Scholarship Result Announcement (Online) Baseline and School Assessment to assess learning levels. </p> <ul style="list-style-type: none"> • Baseline assessment to identify learning gaps. This will help in creating remedial clusters which will enable the students to achieve academic progression.
8	PROGRAM DURATION	<ul style="list-style-type: none"> • In-School: Class I-XII (Subject to meeting the Terms and Conditions). • Beyond-School: Case to Case Basis
9	ELIGIBILITY	
a.	INCOME CRITERIA	<ul style="list-style-type: none"> • Rs 0- 4 lac per annum - family income duly verified by the employer compny where the parent or guardian is working currently. • Minimum 1 year of employment with the company where currently employed.
b.	CLASS OF INTAKE	<ul style="list-style-type: none"> • Class I Upwards.
c.	ADMISSION PROCESS	<ul style="list-style-type: none"> • Valid Report card of previous class (Proof of Promotion). • Student must be enrolled in an affiliated School (State/CBSE/ICSE).
10	SPECIAL FOCUS SEGMENTS	<p>Preference will be given to the following:</p> <ul style="list-style-type: none"> • Girl student • Students with Special Needs • Wards of Ex Servicemen • Wards of Single parent

11	SCHOLARSHIP SUPPORT GRANT	<ul style="list-style-type: none"> The scholarship amount will be based on Tier wise classification of Cities i.e., Tier 1 to Tier 2 and Tier 3. The details are mentioned below: 				
		Type of School	Details	City wise Category		
				Tier 1	Tier 2	Tier 3
		Government Schools				
		Govt.		10000	7000	5000
		Atal Adarsh School		10000	7000	5000
		Sarvodaya Vidyalaya		10000	7000	5000
		Navodaya Vidyalaya		10000	7000	5000
		Utkarmik Vidyalaya		10000	7000	5000
		Airforce School		10000	7000	5000
		KVs		10000	7000	5000
		Sainik School		10000	7000	5000
		Private Schools				
		CBSE	A consolidated sum towards Tuition Fees, Textbooks, Uniform etc. directly payable to the school wherever possible.	40,000	30,000	20,000
		ICSE		40,000	30,000	20,000
State Board	40,000	30,000		20,000		
Others	10,000	7,000		5,000		
Special Needs	Each case will be analyzed, and funds released as per laid down schedule.	75,000	50,000	50,000		

12	APPLICATION MODALITIES	<ul style="list-style-type: none"> • Application(s) to be submitted by the interested applicants' Parent/Guardian on the DLF CARES online platform. The link for the same will be shared in the scholarship invitation letter. • The form must be duly verified by the respective HR Head by filling the HR Endorsement Form. The same must be uploaded by the applicant on the online portal. • Incomplete form or forms without HR Endorsement Forms will not be considered. • The salary slip of the applicant Father/Mother/Guardian must be signed by the HR Head of their respective company and must be uploaded on the portal.
13	PRE-REQUISITE DOCUMENTS	<p>Relevant documents at the time of filling application form should include the following:</p> <ul style="list-style-type: none"> • Report card of the previous class. • Fee details duly certified by Head of School, along with school bank details for direct payment to school. • Undertaking by Parents/Guardians to admit/enroll student in the Partner School wherever possible. (Gurugram) • Undertaking by parents to adhere to the terms and conditions of the program.
14	DISBURSAL OF SCHOLARSHIP	<p>Direct online transfer to School/Parent in the Non-Partner School Category and to Partner School(s) in the Partner category.</p> <p>a) Non-Partners: Three Instalments</p> <ul style="list-style-type: none"> • First Instalment: May & June On completion of three months in the programme and submission of 1st quarter school receipts and previous year academic performance. • Second Instalment: Oct- Nov On completion of 6 months in the program and end of second quarter (Oct-Nov) subject to certification by the Counsellor and report of student/parents meeting and fulfilling of all the pre-requisite terms and conditions.

		<ul style="list-style-type: none"> ● Third Instalment: Jan -Feb On completion of 9 months in the program and beginning of last quarter (Jan-Feb) subject to certification by the Counsellor and report of student/parents meeting and fulfilling of all the pre-requisite terms and conditions. <p>b) Partner Schools Direct transfer to Schools subject to submission of Quarterly Invoice with Utilization Reports for Attendance, Academic results, Distribution of Uniform/Textbooks and Transport etc. and after being duly verified as per conditions indicated above.</p> <p>c) Government Schools Direct transfer to Parent on Bi-annual basis on submission of student performance (Annual report card) and school enrolment certificate.</p>
15	PROGRAM CORNER STONES	<p>a) Financial Support to facilitate continuation of education.</p> <p>b) Counselling & Mentoring</p> <p>Dedicated professional counsellors for different age groups to facilitate overall development of students enrolled with age-appropriate interventions and support for parents and students laying emphasis on learning to know, learning to do, learning to live together, learning to be- i.e., learning skills, life skills, literacy skills required to meet obligations and responsibilities to self, school, family, community, and the country.</p> <ul style="list-style-type: none"> ● Quarterly One on One and Group Counselling through a third-party organization who will provide a dedicated team of counsellors. ● Parenting Sessions. ● Psychometric Assessment for Secondary and Sr. Secondary School Students by a third-party organization. ● Career Guidance for Class X and XII for Stream Selection and Career Counselling respectively, by a third-party organization. <p>c) Webinars/Workshops through experienced professionals and subject experts covering a variety of subjects both academic, values and skill based.</p> <ul style="list-style-type: none"> ● Academic: Subject Specific, Assessments, Strategies for attempting question papers etc. ● Life Skills: Time Management, Study Skills, Goal Setting etc. 21st Century Learning: Problem Solving, Critical Thinking, Entrepreneurship, Collaboration and Communication. ● Employability Skills: Resume Writing, Interview Skills, Group Discussion, Job Applications both on and offline etc. <p>d) Remedial Scaffolding: To reduce learning gaps and improve proficiency of students, remedial sessions will be organized online by a third-party organization for Classes I-VIII</p>

to improve concepts of literacy and numeracy. This intervention will further strengthen the learning at the foundational, primary, and middle years.

Remedial Classes for students studying in classes IX and above will be conducted In-house through expert teachers.

- Online: Students will be identified depending upon the baseline assessment, quarterly school reports and feedback provided/shared with the Counsellors by the teachers from the respective schools.
- The online remedial classes will be organized after school hours for the students of classes III-IX through third party organization and links will be shared on class WhatsApp groups.
- Partner Schools: A zero period will be introduced into the time table which will be utilized for remediation to address the needs of the students who are academically weak which will help them to enhance and achieve their level of classroom learning. These classes will be held 5 to 6 days in a week. The teacher assigned for remedial classes will submit the report, highlighting quarterly results of the students to the Counsellor who will also be taking feedback from the parents for the efficacy and success of the programme. Monthly reports will be generated to document the progress of the student. Impact assessment will be done bi-annually.
- This strategy will help in reducing the learning gap among the students, due to lack of school access during Covid.

e) **Cluster Wise segregation:** School Clusters are created i.e., good quality schools are identified with affordable fee structures within a radius of 5-8 kms, to enable maximum students to be admitted in not more than one to three schools.

- This helps in embedding a larger number of DLF Students in one institution, create a sense of bonding & ownership and drive an agreement between the school and the Foundation for the purpose of financial viability & effective implementation and for improving overall impact.
- These cluster schools can be hubs of learning for a collective effort towards quality. The schools will be aided in competency-based workshops for teachers which will not only help in supporting the learning of both students and teachers but also strengthen the partnership between the Foundation and the Schools.
- Centralized School Hubs of 3 to 5 schools in the vicinity which have admitted DLF CARES Students will be supported through enumerable community initiatives i.e., vaccination drives, health camps, mobile libraries, mobile computer vans etc.
- Within these schools, a HUB School will be selected for a two-year rotational tenure for **sharing of scholastic and co-scholastic best practices**. This will support a large number of students to study in quality schools at affordable fees which will facilitate in increasing intake at a lower cost.

		<ul style="list-style-type: none"> ● Students who are in C Grade Schools will be guided to upgrade to any of the Hub Schools in the vicinity to access quality education. <p>f) After School Learning Programmes: Class IX & Above</p> <ul style="list-style-type: none"> ● After school hours tuitions through third party organization will be arranged for students of Class IX and above. ● Identification of students interested in Vocational streams and linking them to colleges/institutions like Delhi Skill Entrepreneurship University, Shri Vishwakarma University etc. which offer a variety of diploma/degree/professional courses. The Students in SBM School will be supported in afternoon through sessions conducted by trainers from Delhi Skill Entrepreneurship University, facilitating easy access to the University after Class XII. ● Providing meritorious students from Class XI with additional financial support to prepare them for exams i.e., NEET, JEE, CLAT etc. in partnership with Vidya Mandir. Students assessed as Excellent would be considered eligible for support. However, the continuation of financial support till Class XII will depend on their final report of Class XI and yearly assessment by Vidya Mandir. <p>g) College Admission- Counselling & Guidance: Beyond-School</p> <ul style="list-style-type: none"> ● To prepare students for transition from School and College to Livelihood, through well-crafted career plans, facilitating admissions, career guidance and in some cases need based scholarship support, internships etc. ● Impact data will be created by tracking student progression (Beyond-School) for a minimum of 3–5-years. This exercise is being done for creation of an alumni bank and to follow the journey of DLF Students. The Connections created will provide opportunities to the students who have benefited from the programme to give back and strengthen the DLF CARES Programme through their expertise. <p>h) Capacity Building of Teachers at DLF Partner Schools</p> <ul style="list-style-type: none"> ● Faculty Development Programme - Teachers of Partner Schools will be invited to attend the Workshops being conducted by teacher mentors of DLF Schools. ● All the teachers will attend a minimum of 12 Training Workshops annually. This will equip them in adapting to the latest changes/challenges in the field of education. ● They will receive training in curriculum design, classroom management and other topics mentioned in the National Education Policy, which will further help in the delivery of quality education & pedagogy resulting in a positive impact, of student learning.
16	MONITORING PROGRESS OF STUDENTS ENROLLED IN PROGRAM (LAYER SPECIFIC)	<p>The DLF Cares Programme shall ensure that monitoring indicators are aligned to each of its activities. These shall be monitored periodically (fortnightly, monthly, quarterly) depending on the needs of a specific activity.</p> <ul style="list-style-type: none"> ● Maintaining Yearly Management Information System, MIS (Master Database of existing scholars as well as new intake, dropout & exit list of scholars).

		<ul style="list-style-type: none"> ● Dossier: The entire dossier will be embedded in a digital locker comprising of: <ul style="list-style-type: none"> a) Application Form b) Scholarship Letter c) Baseline Assessment Report and SPP d) Quarterly Progress Report highlighting <ul style="list-style-type: none"> • Remedial progress and counselling updates for classes I-VIII • Psychometric assessment report, synopsis, career counselling report and counselling updates for classes IX-XII e) School Academic Reports f) Quarterly Receipt of Scholarship Payment ● From the entry level of students, monitoring will commence by evaluating their learning through a Baseline Assessment. As a result of the assessment the student will be placed age and stage wise in the programme. A report of each student will be maintained to map their academic progress. ● At all levels the learning outcomes will be identified throughout the year through a formative and summative assessment. The students will be assessed on projects, portfolios both digital and manual, presentations etc. Standardized rubrics will be created and shared with the Partner Schools. This will allow each student to be assessed at their own level and potential. The results of the learning outcomes will be analyzed. Adjustments and improvements will be made depending on the requirement. This will help in identifying students for micro-level remedial assistance. ● Maintaining Alumni Database: Tracking of students exiting out of School and College on admissions and placements. ● Monthly Visits to Partner Schools by the Head, Scholarships & Fellowships along with respective Counsellors. ● Webinar Recordings and Reports: Entire program delivery will continue to be on a digital platform for maximum coverage and minimized cost. Physical meetings will be held as and when required depending on need. ● Quarterly and Annual Project Reports:
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17	KEY DELIVERABLES					
		S.No.	Indicators	Year 1	Year 2	Year 3
		In-School Programme				
		1.	Majority of the Students should complete formal education in School	95%	95%	95%
		2.	Journey of Learning will be impacted across 3-5 year at different levels			
	Socio-Emotional Level	50-60%	60-80%	80-90%		
	Academic Level	30-50%	50-70%	70-90%		

			Self-Esteem & Skill Development	30-50%	50-70%	70-90%
			The Ecology of Value System	30-50%	50-70%	70-90%
		3.	Access to Quality Education through Hub Schools (Delhi, Gurugram, NCR, Chennai).	30-50%	50-70%	70-90%
		4.	Improvement in the performances of learners (students obtaining less than 50% marks) through Remedial Learning.	30-50%	50-70%	70-90%
		5.	Increased access to sports and other extra-curricular activities. (Depending upon school opening & admission in better quality schools).	30-50%	50-70%	70-90%
		6.	Transformation in terms of language, communication skills and knowledge of the students also because of increased access to Multiple Learning Opportunities (webinars/workshops/conclaves etc.)	30-50%	50-70%	70-90%
		7.	Enhancing students, parents', and teachers' exposure through participation in multiple learning and skill building activities (workshops, seminars, etc.)	30-50%	50-70%	70-90%
		Beyond-School Programme				
		8.	Students after completing their schooling should attain admission in a professional course/ college.	60-80%	70-80%	70-90%
		9.	Increased access to Vocational/Skill Institutions for students those who not academically inclined but keen on skilling.	60-80%	70-80%	70-90%
18	CONTINUITY IN PROGRAM	<p>Scholarship in DLF CARES Program is not an entitlement and there will be an annual review for continuation in the program subject to following conditions.</p> <ul style="list-style-type: none"> • Salary level of the parent. (To be uploaded on the DLF CARES Portal annually: 31st March) • Performance of student as per her/his academic record. • Students found to be repeating classes will be reviewed for continuity in the Programme. 				

		<ul style="list-style-type: none"> • Indiscipline will lead to discontinuation.
19	DISQUALIFICATION	<ul style="list-style-type: none"> • In the case of a student or parent, found to be engaged in any form of violation as per laid down compliances of the programme (refer Annexure A).
20	RELAXATION/ MODIFICATION/ WITHDRAWAL OF PROGRAM	<ul style="list-style-type: none"> • Management can at its sole discretion modify, relax any or all terms and conditions or withdraw the program without assigning any reason whatsoever.

Annexure A

Terms & Conditions

You are requested to note that the continuation of your ward in the in the DLF CARES program will be based on the adherence to the laid down terms and conditions & review of the yearly academic performance. In case the student/parent/guardian is found engaged in any form of violation or noncompliance of the programme (as listed below), it will invite action as deemed fit including expulsion from the programme.

- (a) Use of fraudulent/unfair means to secure scholarship support.
- (b) Furnishing forged/incorrect/incomplete information about employment status of the parent/guardians(s).
- (c) Age & Educational details (Class & School) of the Applicant.
- (d) Unfair use/ Misuse of financial aid received under the aegis of DLF CARES Educational Support programme.
- (e) Discontinuation/Drop-out of regular schooling before completion of Class XII.
- (f) Recommendation received from Management/ Counsellors/ Partner Schools on account of disciplinary/compliance issues by the parent or student.
- (g) Lack of engagement or participation by parent/ward in the different interventions that are scheduled during the program.
- (h) Refusal to undergo pre-requisite formal Psychometric/Scholastic /Career Assessment as maybe required from time to time.
- (i) Not attending periodic counselling sessions/Webinars/Workshops as maybe prescribed for parents/wards.
- (j) Lack of support by parents in the following instructions to improve the overall academic and personal development of their ward(s)including completion of homework, assignments as maybe required from time to time.
- (k) Lack of discipline and non-adherence to the code of conduct by the parent(s)/ward(s) laid down by DLF QEC Educational Charitable Trust.
- (l) Continued poor academic performance and lack of commitment towards schooling and academic pursuits at the Partner School.
- (m)Withdrawal of scholarship support for student whose parent(s) have requested for discontinuation.
- (n) Any student enrolled at Partner School who re-locates to their native village permanently with/without prior information, will be discontinued from scholarship and his admission at partner school will automatically stand cancelled.
- (o) Any student who fails a class or is repeating a class on his/her own free will, without informing & or taking prior permission from the DLF QEC Educational Charitable Trust, the scholarship support will be automatically withdrawn.